

22 SEP 1981

MEMORANDUM FOR: Chief, Classification Review Division

STAT FROM:

[REDACTED]
Director of Information Services

SUBJECT: Systematic Review of Permanent Records

REFERENCE: Your memorandum to A/DIS dated 10 September 1981;
Subject: Reconsideration of Our Request to
Conduct Systematic Review of Permanent Records
Dating More Recently Than 1963

1. I have carefully considered your memorandum requesting my approval for CRD to extend the review date of materials for systematic review through 1965. While I am somewhat reluctant to authorize the review of material that is at least technically in conflict with Executive Order 12065, I believe it is more important at this time to maintain the momentum and present level of effort that CRD has toward our systematic review backlog. Therefore, I approve the extension of the date for review of materials through CY 1965.

2. In approving this extension, there is one caveat that goes with it: I want CRD to prepare a written plan (memorandum or whatever format best presents your case) for the continuance or discontinuance of systematic review after the revised E.O. 12065 has been approved by the President. I do not believe we have come to grips with the question of whether we should continue systematic review for the sake of good records management or whether we should drop it altogether.

3. In addition, please determine how many people CRD would need to continue under a new charter where systematic review would be on a fairly limited basis. It is assumed that the continued review of FRUS material and referrals from NARS and other agencies would be a continuing responsibility. However, I believe we should not assume at this time that CRD would take over mandatory review since IPD will in all probability continue at about the same level of effort.

4. Please feel free to conduct interviews with people in other parts of the Agency in order to try and ascertain what amount of systematic review would be practical and with which records.

STAT DIS: [REDACTED] (22 Sep 1981)

Distribution:

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1 - DIS Subject For Release 2005/12/01 : CIA-RDP93B01194R000700010005-9

1 - DIS Chrono

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2	A/DDIS	9/16	BDC
3	A/DIS	9/21	RE/BA
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: <p><i>In light of the proposed changes in 12065, maybe we should review just what systematic review in the future we are going to undertake, before you approve moving ahead. I'd like to discuss this.</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

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OIS Registry

81-658/2

10 September 1981

MEMORANDUM FOR: Acting Director of Information Services

STAT FROM:

[REDACTED]
Chief, Classification Review Division

SUBJECT: Reconsideration of Our Request to Conduct
Systematic Review of Permanent Records
Dating More Recently Than 1963

REFERENCE: A. Memo from Chief, CRD; 8 July 1981 (OIS 81-658)
B. Memo from DD/IS; 13 July 1981 (OIS 81-658/1)

1. Reference A apprised you of the difficulties that we were having in limiting our review to materials dating through 1963 and requested your permission to extend the review date to materials through 1965. Reference B withheld permission pending our efforts to bring all directorates up to the same time frame. We recognize the political and managerial reasons for limiting the review (see Attachment 1 which was drawn up for an early discussion); however, we have reviewed the remaining holdings in the 1963 time-frame (Attachment 2) and the administrative factors involved in managing such a limited review, we feel that it would be a terribly inefficient nickel-and-dime operation, and therefore we ask you to reconsider our previous request to extend our systematic review to records dating through 1965.

2. Considering the less-than-bright picture presented by a survey of the status of our review activities, we looked at various alternatives that we could pursue to limit our review to the 1963 material. The results are as follows:

a. Applying our review manpower from the Administration and Operations Branches to a review of available materials in NFAC and DS&T would require us to obtain seven additional BYEMAN clearances -- not that much of a problem. It would nevertheless still be impossible for us to accommodate all seven reviewing officers simultaneously because the materials from these directorates include SCI which requires special storage (safe within a vault). We can accommodate only one additional safe in our vault (and that only after having removed one set of shelves), which would hold only enough material at any given time for four of these officers to review.

b. Concentrating (even partially) our manpower on a review of NFAC material would still not carry us much beyond the end of this calendar year.

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c. We would take some risk in concentrating on a review of the U-2 materials since there continues to be some prospect for a separate Directorate-requested review of these records by retired staffers once associated with the project, with the possibility that files which we will have painstakingly listed and reviewed will be destroyed.

d. We have identified 250-300 movie film titles which are ready for review; however, we estimate that this review will not hold us for more than a few months.

e. We had been working closely with [] of the office of the DCI with the intention of tackling these records as an alternative, but initially we were held off by [] (appropriately) until he had an opportunity to review the records, determine which of them were valuable and truly permanent, and appropriately dispose of the remainder. The new DCI, however, has subsequently put a hold on any review and disposition of Office of DCI records.

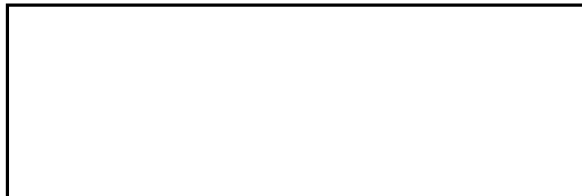
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f. There are volumes of non-paper records which must be reviewed; however, we are still in the process of developing an inventory of these and have yet to establish procedures for their review, which is a pioneering effort and will require some unique approaches as to the systematic review and the marking of these materials.

3. In sum, we have simply run into an impasse in pursuing practicable alternatives and are left with only relatively small quantities of records which will hold us but for a few months. The administration of the review of these small holdings would cause a constant shifting of manpower from one collection to another, which can be done but with a squandering of managerial time and talent when one considers that we can operate much more effectively and efficiently if allowed to extend our review period through 1965. We recognize that, under the mandates of E.O. 12065, the review should not take place until the twentieth anniversary of the records, but we also believe that we must show a good faith effort toward meeting the December 1988 goal which the Executive Order also requires. Most of the material, in this regard, still lies ahead of us, lying in the 1965-70 period of the Agency's records. Although we may surge ahead of the twenty-year time-line for the present, it is our best bet that that "problem" will solve itself in due course as the 1965-70 bulge begins to tax our available manpower and gradually forces us to fall back toward that time-line again.

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Assignment of all CRD Branches to the
Review of NFAC and DS&T RecordsAdvantages:

1. Increases effectiveness by allowing the Division as a whole to work on a mass of material, avoiding the "bits and pieces" problem.
2. Adheres more closely to E.O. 12065 which specifies the review of materials 20 years old or older.
3. Spreads the review experience throughout the Division and increases the versatility of the individual reviewers for systematic review and the review of FRUS, manuscripts, and other materials.
4. Provides greater flexibility and efficiency for the Division as a whole.
5. Offers positive response to the DDCI's desire to review and declassify U-2 material as expeditiously as possible.

Disadvantages/Problems

1. The volume of SCI material will create a storage and handling problem because of the lack of vault space with safes for storage -- an SCI storage requirement.
2. Will require us to obtain BYEMAN clearance for ☐ people.
3. May create a high priority requirement to design a compartmented auxiliary system for DARE to list SCI material (now under study with DS&T).
4. Breaks down present compartmentation by allowing more people access to a wide variety of sensitive material.
5. The required training will cause some temporary drop in production.
6. Increases the chance of inadvertent declassification of material by a reviewer inexperienced in that field.
7. CRD is voluntarily doing RMO work on DS&T files in preparation for their systematic review (preparing shelf-lists, etc); emphasis on these types of files will cause a greater manpower expenditure in this non-review type of work.

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Status of CRD's Review Activitiesas of 1 September 1981Administration Branch

The Branch is down to folder level in its 1963 material and has been given some boxes of NFAC material to be reviewed which it is now completing. There exists a quantity of records (approximately 70 boxes) belonging to the office of the DDA which are eligible for review, but these have not yet been fully surveyed or scheduled.

Intelligence Branch

The Branch has about 100 boxes of NIEs which will last for a few months, plus about 250 boxes of various NFAC files. We estimate that these will carry the Branch through to the end of the calendar year and possibly into the first months of 1982. There are records in OCR available for review but some of these have not yet been scheduled and others involve a continuing disagreement as to their permanent status.

Operations Branch

The Branch is working on full boxes of materials dating through 1963 which it will complete by approximately the first of October. At that point it would have to continue a review at folder level. This will place an inordinate burden on both the Branch and DO/IMS because the CARD System of IMS is not designed to record systematic review actions and the record of what has and has not been reviewed, folder by folder, would have to be compared by a laborious manual effort.

Science and Technology Branch

The Branch is working on approximately 1300 cubic feet of material pertaining to the U-2 program. The Branch is feeling its way through this review because a shelf list has never been made up for the material -- RMO work which the Branch is doing in order to get on with the review -- and it's only as these lists are developed that the specific subject and time-frame of the material is determined and recorded. The review is complicated further by the fact that there is a mixture in these boxes of material of extended time-frames and including documents concerning later programs, because the

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U-2 served as a platform for the testing of equipment and techniques being developed for these subsequent programs. ~~As regards the sizable overhead-~~ photography collection, a decision has recently been reached jointly with NARS which puts off a decision for the review of this material for another 20 years. FBIS has put a hold on their files until their records and shelf lists can be reorganized and tightened up. OSO is the merger of OEL and "Division D" and the previous RMO was sent overseas before she could properly organize/consolidate these files. All available OSO material has been reviewed through 1963. ORD and ODE are too young to have files old enough for review. Records belonging to the office of the DDS&T qualify for review but again these records have not been scheduled.

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